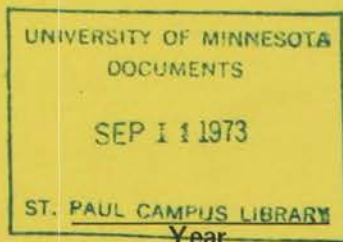


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Extension 4-H Bulletin 1

3 Revised 1973

4-H Secretary's Record Book



County _____

Name of Club _____

This archival publication may not reflect current scientific knowledge or recommendations.
Current information available from University of Minnesota Extension: <http://www.extension.umn.edu>

Instructions to the Club Secretary

Duties of the Club Secretary

The secretary is in charge of this book and shall have it at all of the club's business meetings. The secretary, with the assistance of the club leader, is expected to keep up-to-date, complete, and accurate minutes of each meeting.

The Purpose of Minutes

Minutes are the official record of the business transacted by a club at its meetings. The minutes should be accurate and complete and should be so plainly and carefully written that any one who reads them can understand exactly what was done. The minutes should record the business in the order in which it was transacted. Reports of committees should also be shown.

Minutes Should Contain

Name of club, hour, and place of meeting.

Name of presiding officer and roll call, if taken.

Business transacted: Each motion should be fully and accurately recorded, giving the exact wording of each motion, the name of the person making the motion, and an indication that it was seconded. The result of the vote should also be given. The result of votes for and against, if taken, should be recorded together with a statement whether the motion was carried or lost.

A statement that the meeting was adjourned should be recorded.

Signature and title of the person who records the minutes.

Usual Order of Business

1. Call to order.
2. Opening exercises such as pledges or song.
3. Roll call.
4. Reading of minutes.
5. Treasurer's report.
6. Correspondence.
7. Bills outstanding.
8. Reports of committees.
9. Unfinished business.
10. New business.
11. Announcements by leaders, agents, or others.
12. Adjournment.
13. Program:
 - Talks by visitors.
 - Demonstrations and talks by members.
 - Musical program.
 - Drama: plays and skits.
 - Work or recreation period.

OUR 4-H CLUB GOALS

What is a 4-H Club goal? It is an aim toward which a whole club works during the year. Goals should be planned and approved at the beginning of the year by all members of the club. The goals should not be so numerous or difficult that they cannot be attained.

Examples: Plan and conduct at least one community service project.
Have project meetings in all projects having more than three members.

| GOALS | Check those accomplished |
|-------|--------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

SPECIAL CLUB ACTIVITIES TO BUILD INTEREST

Parents' meetings
Picnics
4-H Sunday program
Future 4-H'ers night
Camp-outs
Community service activities
Window displays, club booths
"National 4-H Week" observance

Safety and Health Education Programs
Music
Drama
Environmental Education Program
Recreation
Club Exchange Program
Christmas parties
"Community Pride" program
International programs

OFFICERS

| | |
|-------|----------------|
| _____ | President |
| _____ | Vice-President |
| _____ | Secretary |
| _____ | Treasurer |
| _____ | Reporter |
| _____ | * |
| _____ | * |

*Other officers may include parliamentarians, historians, song leaders, recreation leaders, etc.

ORGANIZATION LEADERS

Name

| |
|-------|
| _____ |
| _____ |
| _____ |

PROJECT AND ACTIVITY LEADERS

Name

Area of Responsibility

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

COMMITTEES

Name of Committee

Committee Chairman

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

JUNIOR OR TEEN LEADERS

Name

Special Responsibilities

[illegible]

Attendance Record

| Member's Name (Last name first. List alphabetically.) | Date of Meeting | | | | | | | | | | | | Total |
|---|-----------------|------|------|------|------|------|-------|-----|------|------|------|-------|-------|
| | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | April | May | June | July | Aug. | Sept. | |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | | |
| 11. | | | | | | | | | | | | | |
| 12. | | | | | | | | | | | | | |
| 13. | | | | | | | | | | | | | |
| 14. | | | | | | | | | | | | | |
| 15. | | | | | | | | | | | | | |
| 16. | | | | | | | | | | | | | |
| 17. | | | | | | | | | | | | | |
| 18. | | | | | | | | | | | | | |
| 19. | | | | | | | | | | | | | |
| 20. | | | | | | | | | | | | | |
| 21. | | | | | | | | | | | | | |
| 22. | | | | | | | | | | | | | |
| 23. | | | | | | | | | | | | | |
| 24. | | | | | | | | | | | | | |
| 25. | | | | | | | | | | | | | |

PROJECT AND SPECIAL MEETINGS (Optional)

(Check with X if present)

[illegible]

Attendance Record

| Member's Name (Last name first. List alphabetically.) | Date of Meeting | | | | | | | | | | | | Total |
|---|-----------------|------|------|------|------|------|-------|-----|------|------|------|-------|-------|
| | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | April | May | June | July | Aug. | Sept. | |
| 26. | | | | | | | | | | | | | |
| 27. | | | | | | | | | | | | | |
| 28. | | | | | | | | | | | | | |
| 29. | | | | | | | | | | | | | |
| 30. | | | | | | | | | | | | | |
| 31. | | | | | | | | | | | | | |
| 32. | | | | | | | | | | | | | |
| 33. | | | | | | | | | | | | | |
| 34. | | | | | | | | | | | | | |
| 35. | | | | | | | | | | | | | |
| 36. | | | | | | | | | | | | | |
| 37. | | | | | | | | | | | | | |
| 38. | | | | | | | | | | | | | |
| 39. | | | | | | | | | | | | | |
| 40. | | | | | | | | | | | | | |
| 41. | | | | | | | | | | | | | |
| 42. | | | | | | | | | | | | | |
| 43. | | | | | | | | | | | | | |
| 44. | | | | | | | | | | | | | |
| 45. | | | | | | | | | | | | | |
| 46. | | | | | | | | | | | | | |
| 47. | | | | | | | | | | | | | |
| 48. | | | | | | | | | | | | | |
| 49. | | | | | | | | | | | | | |
| 50. | | | | | | | | | | | | | |

PROJECT AND SPECIAL MEETINGS (Optional)

(Check with X if present)

[illegible]

CLUB PROGRAM FOR THE YEAR

If your club publishes a program booklet for each family, attach one booklet to this page for historical record.

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

MINUTES OF CLUB MEETING

Place: _____ Date: _____ Hour: _____

Present: members _____ leaders _____ parents _____ visitors _____ total _____

(Adult and junior leaders should assist secretary in completing this section.)

Number of members giving demonstrations or project talks _____

| Activity or Event Examples: Tour, Achievement Night, Community Service | When | Where |
|--|------|-------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

Demonstrations: (Including "Youth in Action") number of members demonstrating _____

| Members demonstrating | Subject or demonstration |
|-----------------------|--------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Other: _____

— 21 —

CLUB PARTICIPATION IN COUNTY EVENTS

Note activity or event at top of column and list names or numbers of members participating.

| Example: County 4-H Camp | Example: Share-The-Fun | Event: | Event: |
|-----------------------------|---------------------------|--------|--------|
| | | | |
| | | | |
| | | | |
| Event: | Event: | Event: | Event: |
| | | | |
| | | | |
| | | | |

CLUB PARTICIPATION IN OUT-OF-COUNTY EVENTS

Note activity or event at top of column and list names or numbers of members participating. .

| Example: Minnesota State Fair | Example: Junior Leader Conference | Event: | Event: |
|----------------------------------|--------------------------------------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

CLUB RECOGNITION

Describe any special club awards received during the year.

CLUB HIGHLIGHTS

Describe 2 or 3 highlights of your club this year.

CLIPPINGS, PICTURES, ETC.

Add news clippings, photographs, or other supplementary materials about the club's activities here.

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

CLIPPINGS, PICTURES, ETC. (Continued)

4-H CLUB PLEDGE

I pledge:

My HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger service, and

My HEALTH to better living,

For my Home, my Club, my Community, and my Country.

4-H MOTTO

“To Make the Best Better”

UNIVERSITY OF MINNESOTA



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